



THE VIRGINIA SLIMS CHAMPIONSHIPS

NOVEMBER 13 - 19, 1989

EMPLOYEE LOTTERY

Win two free tickets to the \$,1,000,000 Virginia Slims Championships at Madison Square Garden!

One hundred lucky Philip Morris employees and their guests will be treated to a smashing evening of world class tennis on either Monday, November 13th or Tuesday, November 14th.

Come and see the top 16 women tennis singles players and the top eight doubles teams compete for the Championship of all women's tennis. The Virginia Slims Championships mark the culmination of the 1989 Virginia Series. Players include: Defending Champion Gabriela Sabatini, Steffi Graf, Martina Navratilova and more.

To win, please complete the form below and return to Dorothy Conway at Happenings, Philip Morris, 120/24 by Wednesday, October 18, 1989.

Winner's names will be posted on the bulletin board by Wednesday, October 25. If you are selected, you may pick-up your ticket voucher on Monday, October 30 or Tuesday, October 31 between 9:00 AM - 11:00 AM only. Alternates will be chosen for unclaimed tickets.

Name: _____ Extension: _____

Dept: _____ Building/Floor: _____

Return to Dorothy Conway 24 Floor (120 Park) by no later than Wednesday, October 18, 1989.

In fairness to all employees, please submit one entry per person.

Your cooperation is greatly appreciated.

2042022311



PHILIP MORRIS

EMPLOYEE DISCOUNT TICKETS

The \$1,000,000 Virginia Slims Championships

Madison Square Garden

November 13-19, 1989

Discount tickets are available for Philip Morris employees who are interested in attending matches throughout the tournament week or for those whose names are not selected in the upcoming drawing.

A ticket order form has been printed on the reverse side for your convenience. Employee Discounted tickets must be ordered through the mail using this form. For additional information, please call the Virginia Slims tournament office at Madison Square Garden at (212) 563-8954.

2042022312

1990
Virginia Slims Championships
Player Welcome/Check-In

DATE: Sunday, November 11

TIME: 5:00pm-9:00pm

LOCATION: Suite 2935
Javier Perez de Cuellar

PURPOSE: Informal welcome and check-in for players where they can pick-up their welcome bags and tournament information, sign up for practice, etc.

MENU:

Food:

- * Cheese, Cracker and Fruit Plate
- * Crudites with Three Dips
- * Guacamole, Salsa and Corn Chips
- * Tomato and Mozzarella
- * Stuffed Mushrooms with Vegetables and Beef
- * Sesame Chicken
- * Phyllo Triangles with Feta and Spinach
- * Vegetable Quiche
- * Deep Fried Shrimp with Sweet and Sour Sauce
- * Baby Potato and Caviar
- * Egg Rolls

Beverage: Miller, Miller Lite, Lowenbrau Beer
Red Wine, White Wine
Evian, Perrier, Club Soda
Diet Coke, Coke
7-Up, Ginger Ale
Orange Juice

Food and Beverage service will be available from 5:00pm to 9:00pm.

SERVICE:

- 1 Bartender
- 1 Food Attendant

RAFFLE:

4 Tickets each for Wednesday Matinee (given in pairs) to

- Aspects of Love
- City of Angels
- Phantom of the Opera

ENTERTAINMENT:

Pianist
6:00pm-9:00pm
45-minute sets with 15-minute breaks

VIRGINIA SLIMS

STAFFING:
(starting
at 10:00am)

- * Shari Barman
- * Barbara Hannan
- * Anne Person
- * Annalee Thurston
- * Deane Weissman
- * Susan Graf
- * Nancy Zimbalist
- * Karina deBrabant
- * Beth Senturia
- * Mary Kate Lowe

2042022314

PLAYER CONCIERGE RESPONSIBILITY LETTER



PHILIP MORRIS

U.S.A.

120 PARK AVENUE, NEW YORK, N.Y. 10017 TELEPHONE (212) 880-5000

November 1, 1990

Dear :

This letter will confirm our agreement to retain your services as concierge for the 1990 Virginia Slims Championships. The term will be November 5-November 18, 1990, including weekends. You will be paid \$ per week.

Your responsibilities include:

- o organizing goody bag distribution to players and VIPs;
- o arranging reservations for dinner, theater, etc. as requested by players or Philip Morris personnel;
- o researching and organizing entertainment opportunities, including theater, movies, museums, restaurants, clubs, etc. for players;
- o researching and arranging attendance at sample sales, designer showrooms, shopping outings, etc. for players;
- o assisting as required with expediting all player requests and special projects.

For the period from November 11 to November 19, you will stay at the official Virginia Slims Championships hotel, the UN Plaza. Your room and tax will be master-billed to Virginia Slims; reasonable incidentals (meals) should be submitted for reimbursement. Other approved expenses will be reimbursed with documentation; please submit an expense report by December 10.

We look forward to working with you at the Virginia Slims Championships.

Sincerely,

Deane Weissman
Manager, Event Marketing
Virginia Slims Tennis

Agreed and Accepted by:

cc: Ina Broeman

2042022315

MANICURIST LETTER OF AGREEMENT



November 1, 1990

Dear :

This letter will confirm our agreement for you to provide the following services to Virginia Slims on November 13 (Tuesday) and November 14 (Wednesday) from 9:00 a.m. to 6:00 p.m. at the United Nations Plaza Hotel, Suite 3008.

Manicures and Pedicures (2 people) \$
(2 days @ \$800)

Virginia Slims will provide tables, chairs and towels. You will be responsible for all other necessary materials.

Execution of payment will be made upon completion of the above services. Please submit invoice to: Deane Weissman, Virginia Slims Tennis, 120 Park Avenue, New York, NY 10017.

If the above meets with your approval, please sign below and return at your earliest convenience.

Sincerely,

Deane Weissman

Deane Weissman
Manager, Event Marketing
Virginia Slims

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VIRGINIA SLIMS CHAMPIONSHIPS

PLAYER OBLIGATIONS

* Media Breakfast

- . All singles players must attend the Media Breakfast held on the first Monday morning of the Championships.
- . All doubles players are invited to attend.

* Media Pro-Am

- . Players no longer in the singles or doubles draw must participate in the Media pro-Am if requested.

* Banquet

- . All players, singles and doubles, must attend the Championships Banquet held on Sunday following the singles final.

See following excerpt from the Rules & Regulations player PER DIEM.

USA Per Diem/Accommodations

Beginning in 1991, the WPTTA has agreed to provide free hotel accommodations or \$50.00 per diem to all Singles and Doubles players in the Main Draw of Tier I, II & III tournaments in the United States.

For a player to be eligible to receive this Per Diem or Free Accommodation, certain criteria and procedures must be followed:

1. Upon arrival, each player must register with the WTA Tour Director, giving her a) date of arrival; b) local hotel phone and room number; c) local housing phone number, host's name and address.
2. The free accommodation at the official tournament hotel, or the \$50.00 per diem (the Tournament Director's choice) will begin the day before the Main Draw of the tournament starts, or from the time the player registers—whichever comes later—and will extend through the last day a player is in the tournament—Singles or Doubles.
 - **Players choosing NOT to stay at the official tournament hotel will NOT receive the \$50.00 per diem.
3. For a player to be eligible for this Per Diem/Free Accommodation, she MUST attend certain tournament functions:
 - A list of Tournament functions and activities to be attended will be posted in the WTA office.
 - Players will be asked to sign-up for their choice of functions, plus alternate choices—in case there are match schedule conflicts.
 - If players fail to sign-up for a function, the WTA staff will select and assign players to attend the function. This will be done taking into consideration a player's match schedule.
 - If a player refuses to attend a function when asked to do so by the WTA, and she has no legitimate reason for NOT attending, that player WILL LOSE HER \$50.00 PER DIEM OR FREE ACCOMMODATION FOR THE WEEK.
 - The Tournament Director will give the WTA at least 48 hours notice to comply with the request for player attendance at tournament functions.

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VIRGINIA SLIMS CHAMPIONSHIPS

TROPHIES

Perpetual

- . Stored (on display) at the Tennis Hall of Fame in Newport, Rhode Island.
- . Brought to New York office to Coordinator, Operations, from Tiffany's via Fine Arts Express or Brinks.
- . Sent to Steve Gallagher one week prior to tournament.
- . Steve Gallagher polishes and cleans, then takes it home until the tournament begins.
- . Returned to the New York office or sent directly to Tiffany's for engraving.

Individual

- . Six (6) individual (take-home) trophies are produced by Tiffany's. The same design is used each year. (crystal discs on black wooden bases with a silver engraved plate).
- . Two sizes are produced---3 winners (larger); 3 finalists.
- . Coordinator, Operations, places order in the middle of September.
- . Delivered to the New York office when ready. Given to Steve Gallagher with perpetual trophy.

2042022318

VIRGINIA SLIMS CHAMPIONSHIPS

ON-SITE DECOR

Arena

- . Other ideas: 20 large flags or City banners from all countries represented on the tour.
- . Court set-up (see diagram).
- . Ground cover-cedar, low plants for back of court. Red flowers in corners. Planters with greens and flowers along the sides of the court.
- . Carpeting on court.
- . Section seating signs.
- . Number seats and letter aisles.

Media Room

- . Player photos from year-long series or photo contest (Official Photographer). Official Photographer to coordinate.
- . Carpeting in dining area, interview area and walkways, hospitality carpeting is in storage at Kearny Distribution Center. Coordinator, Operations, handles delivery details.
- . Good quality tables with blue skirting, vinyl top.
- . Plants.
- . Wastebaskets.
- . Directional signs - see list of VS Championships Materials (Signage) produced and graphics.
- . Neon Ginny (2).
- . Name signs for media seats.
- . Internal extension at Virginia Slims Public Relations Director's desk.

2042022319

POLICY FOR SELECTING THE #17 ALTERNATE SINGLES PLAYER FOR
VIRGINIA SLIMS CHAMPIONSHIPS

The 17th player in the singles point standings must be contacted and given the option of coming to New York for a chance to participate in the Championships should a player be forced to pull out of the singles draw. This player must be contacted no matter where she is in the world at that time. If the player declines, Virginia Slims must immediately receive from them in writing a waiver of their right to be the alternate player in singles....then the next player in line is contacted by the same process.

It is mandatory that the player arrive in time to attend the Monday morning media conference and stay until all of the first round singles matches have been played---through Wednesday night.

Although there is no rule stipulating the payment of expenses and possible airfare for the alternative player, Virginia Slims has traditionally paid up to a maximum of \$1,000.00 towards a round-trip air ticket, along with all hotel expenses---room, meals and incidentals---through Wednesday night. The actual amount paid towards airfare is negotiated by Virginia Slims with the player but not in excess of the maximum amount stated above.

If it is at all possible, Virginia Slims should speak directly with the player(s) rather than using a go between (i.e., agent, WITA, etc.).

An alternate doubles team is generally not used.

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VIRGINIA SLIMS CHAMPIONSHIPS

FINALS

- . National anthem.
- . Order flags for opening (Steve Gallagher).
- . Determine schedule and format of opening ceremonies.
- . Consider pre-finals show.

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GLOSSARY

2042022322

GLOSSARY

TOURNAMENT PROMOTER:

The owner of the event.

TOURNAMENT DIRECTOR:

A member of the tournament staff responsible for implementing contractual obligations. Sometimes it is the same person as Tournament Promoter.

WTA TOUR DIRECTOR:

WTA on-site representative responsible for scheduling matches, enforcing the Rules and Regulations and Code of Conduct.